

MINUTES OF THE PRE-QUOTATION CONFERENCE
September 4, 2020
RFQ No. 19RP3820Q0147
SUPPLY AND INSTALLATION OF ART RACK FOR HIGH VALUED PAINTINGS

Introduction

Procurement Agent welcomed all attendees, and introduced the representative from the Property and Supply Section.

Discussion of the Solicitation Package

1) SF 1442 cover sheet

- Complete blocks 14 through 20c AND 30a-c
- Deadline of submission of offers: September 8, 2020 no later than 2:00pm,
- No offers will be accepted after 2:00pm.
- EMAIL SUBMISSIONS will be accepted.

2) Section A. PRICE

- Firm fixed price. Price is not subject to adjustments due to any escalation in the cost of materials, tools, equipment, fuel, transportation, labor or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.
- Price shall be in Philippine Pesos.
- Value Added Tax. VAT shall not be included in the price as it is not applicable to this contract. The US Government is exempt from payment of taxes.

3) Section B, Scope of Work

4)Section D. Inspection and Acceptance

5) Section E, Deliveries or Performance

- The entire work must be ready not later than 40 CALENDAR days after issuance of NTP.
- Liquidated damages – Php 1,500.00
- Working Hours: 7:30 am to 4:30 PM, Monday to Friday
(other hours if requested by the Contractor subject by the approval of the COR.

6) Section F. Administrative Data

- COR- P&S Supervisor

7) Section G, Special Contract Requirements

- Insurance: Bodily injury- PHP50k per occurrence, PHP150k cumulative;
Property damage- PHP10k per occurrence, PHP50k cumulative.

8) Section H, Clauses

- FAR 52.222-50 Combating Trafficking in Persons. USG has a zero tolerance policy re trafficking. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.
- FAR 52-.204-13 System for Award Management Maintenance
- NDAA

9) Section I, List of Attachments

10) Section J. Quotation Information

- Each proposal must consist of the following in physically separate volumes

Volume I: Standard Form (SF) 1142, Section A, Attachment 4- Breakdown of proposal price by division of specifications and all of Section L.

Volume II: Performance schedule in the form of a bar chart and Business Management/Technical Proposal.

Electronic submissions allowed.

- **52.204-7 SYSTEM FOR AWARD MANAGEMENT (SAM),**
(Your offer may be ineligible for award without proof of registration in SAM).
 - To register in SAM please go to <https://www.sam.gov/SAM/> or refer to the attached quick guide
 - A video guide has also been provided in our website on the link below:
http://manila.usembassy.gov/business_opportunities.html
 - A Data Universal Numbering System (DUNS), and NATO Commercial and Government Entity (NCAGE) Code are pre-requisites in obtaining a SAM registration. Please refer to the links:
<http://fedgov.dnb.com/webform>
http://www.dlis.dla.mil/Forms/Form_AC135.asp

- MAGNITUDE OF CONSTRUCTION PROJECT

It is anticipated that the range in price of this contract will be: less than Php 1,213,650.00

LATE QUOTATIONS: Late quotations shall be handled in accordance with the FAR.
52.214-23.

11) **Section K. Evaluation Criteria**

- To be acceptable and eligible for evaluation, quotation must be prepared following Section J and should be registered to SAM.
- The Government intends to award a contract to the lowest priced, technically acceptable offeror, who is a responsible contractor.

12) Section L. Representations, Certifications and other Statements of Offerors or Quoters

- Fill out only those that are applicable.
- NDAA

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.

<https://acquisition.gov/content/part-52-solicitation-provisions-and-contract-clauses#id19891600I4C>

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

https://acquisition.gov/content/part-52-solicitation-provisions-and-contract-clauses#unique_1605198408

52.204-26 Covered Telecommunications Equipment or Services-Representation.

<https://acquisition.gov/content/part-52-solicitation-provisions-and-contract-clauses#id19CAC0P0ESS>

Conclusion

All questions and answers, minutes of the meeting and amendments (if any) will be posted on the U.S. Embassy website.

The Pre-Quotation Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.